

California Department of Veterans Affairs

DISABILITY ADVISORY COMMITTEE

Meeting Minutes

Date: Wednesday, August 24, 2005

Place: Video Conference rooms

Participants: Cheryl Franzi, Debra Lehr, Sue Rose-Wilson, Karla Broussard-Boyd, Margaret Flores, Anne Orel, Lynn Kassab, John Smith, Richard Wyatt, Janice Buhler, Rosemary Rojas, Leigh Roberts, Sharlene Goddard

AGENDA ITEM/SUBJECT	DISCUSSION	ACTION/REVIEW DATE
New Member Introduction	Rosemarie Rojas member, and Anne Orel committee resource were introduced. DAC applications to serve are not complete for Lynn, John and Sharlene Committee membership is closed. Composition includes 9 members and 6 of the 9 with self reported disabilities. DAC includes advisors from EEO, HR, Legal and Health and Safety. Interested parties are welcome to attend any DAC meeting.	Cheryl will follow up with Homes members to complete applications for committee appointment for Headquarters files by October's meeting. Sue will meet with Rosemarie to orient her to DAC purpose and bylaws
LEAP	New HR Chief Dannette Baker is available to address the committee on LEAP at CDVA	Cheryl to arrange for her to speak at the October meeting
Re-survey (Gov. Code 19233)	HR is working with SPB with a plan to resurvey in October. Discussion of whether or not DAC can support the effort ensued. Survey is voluntary. If SPB cannot process the data, the DAC discussed the possibility of completing an internal survey via hard copy or via the CDVA Intranet. Homes would need to survey by hard copy. Survey is confidential. Necessity of writing the SS number on the survey was explained by Anne.	DAC supports the purpose and process of Re-Survey. Rich, Rosemarie, Lynn and John will look into the possibility of amending the SPB survey for internal use. Anne will advise.
Disability Awareness Month	Janice has taken the lead in putting together a sub committee to work on activities at headquarters for Disability Awareness Month. Home members should be copied on all planned activities. Ideas include initiation of the survey, a panel of speakers, and showing a video of how to communicate with persons with disabilities in the work place.	Janice, Leigh, Debra and Cheryl will continue to work on plans for activities during Disability Awareness month. Homes will be appraised of activities at Headquarters. Committee members will be asked to help as needed.

Report to CDVA Secretary Tom Johnson	Cheryl, Debra and Sue met with the Secretary about DAC activities and DAC reporting relationship. Secretary supports the survey, would like the DAC to include a focus on hiring Veterans with Disabilities and expects an annual report/strategic plan at the close of the calendar year.	Discuss strategic plan at December's meeting Awareness month Sub-committee will try to include an activity r/t veterans with disabilities during Disability Awareness Month
DAC on the CDVA Intranet	Cheryl reported that Kenn Capps has created a DAC web area linked to the main Intranet page for all employees to view. The site includes the bylaws, minutes, agenda, membership roster and resources for review by all CDVA employees	
Disability parity	Sue explained that the annual report to SPB includes our plans as to how we will reach parity. Re-survey is necessary to establish our current percent of persons with disabilities at CDVA. Committee members do not know if contract employees are included in the count of CDVA employees with disabilities.	CDVA goal is 11.4% persons with disabilities in the workplace CDVA's actual percent of persons with self reported disabilities in the work place is 6.9%

Meeting adjourned: 4:00 p.m.

Next meeting: Oct. 26, 2005, at 2:30 p.m.